



## North Carolina Department of Health and Human Services

### Division of Aging and Adult Services

2101 Mail Service Center • Raleigh, North Carolina 27699-2101

Courier # 56-20-02 • Phone 919-733-3818 • Fax 919-715-0023

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Dennis W. Streets, Director  
919-733-3983

December 21, 2006

**DEAR HEALTH DEPARTMENT DIRECTOR  
DEAR DEPARTMENT ON AGING DIRECTOR**

**SUBJECT: Reconciliation of DHHS Blanket Bond**

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is responsible for management of the Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agent Guardians. As part of this responsibility, we are preparing for the 2006 annual accounting with the insurance carrier. This accounting requires that accurate information be submitted to the insurance carrier regarding the names of all wards represented by public agent guardians and the amount of each ward's bond. It is important that our records be kept up-to-date to maintain valid coverage for each ward registered in the DHHS Blanket Bond system. In addition, the amount of the premium paid by DHHS for the total bond is based on the aggregate amount of bond for each ward. You are responsible for notifying DAAS of any changes in the status of each ward throughout the year. We appreciate your taking time to review the enclosed information so that we may keep our records updated.

The attached "Wards by Agency Report" lists the wards for whom our records indicate you have guardianship responsibility. The report was current as of December 21, 2006, the date it was printed. We request that you closely review each entry on the report, paying particular attention to the following items:

1. Wards you are no longer responsible for and whose names should be deleted from your list.
2. Wards you are responsible for but whose names are not on the list.
3. Wards' dates of birth.
4. The amount of the estate and bond coverage listed for each ward.
5. The name and position of the public agent guardian.

Please note that North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agents appointed to serve as guardians, whether they are appointed to service as guardians of the person, estate or general guardians.

If you need to make changes and updates to your DHHS Blanket Bond list, you must submit them on a DHHS-7016 (rev. 1/04) form. A copy of this form is attached for your convenience. Please make additional copies of this form if you are updating the status of more than one ward. You may also obtain copies of the DHHS-7016 by going online to:  
<http://info.dhhs.state.nc.us/olm/manuals/doa/gs/man/dhhs7016.pdf>.

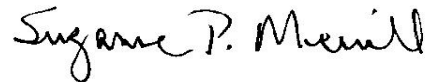
All DHHS-7016 forms containing necessary changes and updates to your list of wards should be mailed to:

Kate Walton, Guardianship Program Consultant  
Division of Aging and Adult Services  
Adult Services Section  
2101 Mail Service Center  
Raleigh, NC 27699-2101.

**PLEASE SUBMIT ALL CHANGES AND/OR UPDATES BY JANUARY 31, 2007.**

If you have questions or need additional information, please contact Ms. Walton at (919) 733-3818.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The signature is written in a cursive, flowing style.

Suzanne P. Merrill, Chief  
Adult Services Section

SPM/ksw

AFS-24-2006

Attachment(s)